

LA TROBE UNIVERSITY

CURRICULUM, TEACHING AND LEARNING COMMITTEE

Minutes of the third meeting of the Curriculum, Teaching and Learning Committee held on Wednesday 29 April 2009 at 2.00pm in Room Three, John Scott Meeting House, Bundoora Campus

PRESENT: Professor Belinda Probert (Chair), Professor Tom Angelo, Mr Lachlan Batchelor, Mr Bruce Carboon, Dr Peter Cartwright, Ms Stephanie Chard, Professor Ainslie Dewe, Dr Kerry Fitzmaurice, Professor Noel Gough, Ms Le Cam Huyen, Dr Elizabeth Johnson, Mr Stephen Jones (*vice* Dr Kay Souter), Mr Jesse Marshall, Mr Shem Macdonald, Ms Katherine Nix, Dr John Shannon and Mr Paul Whittingham (*vice* Mr Rob Cook)

SECRETARIAT: Ms Angela Cowburn and Ms Rebecca di Corpo

APOLOGIES: Mr Rob Cook, Dr Hester Joyce, Dr Kay Souter and Professor David Spencer

Approval of Agenda:

The Committee resolved to approve the Agenda, as circulated.

3.1 CONFIRMATION OF THE MINUTES

The minutes of the meeting held on 25 February 2009 (CTL09/13(M)) and the special meeting held on 11 March 2009 (CTL09/14(M)) were confirmed.

3.2 REPORT FROM THE CHAIR

The Chair welcomed Ms Rebecca di Corpo, Executive Officer (Academic Programs), a new staff member in the Governance, Planning and Policy Unit, who would be providing Secretariat support to the Curriculum, Teaching and Learning Committee and its sub-committees.

3.3 MATTERS ARISING

3.3.1 Co-opted Membership

The Committee received and noted paper CTL09/16, recommendations for co-opted members.

The Committee **resolved** to recommend to Academic Board that it endorse the addition of four co-opted members to the membership of the Curriculum, Teaching and Learning Committee, as follows:

- Mr Shem Macdonald, Educational Designer, Faculty of Education
- Dr Hester Joyce, Lecturer, Cinema Studies Program
- Dr John Shannon, Senior Lecturer, School of Economics & Finance
- Dr Peter Cartwright, Lecturer, Biochemistry

The Chair welcomed the new members to the Committee.

EO(AP)

3.3.2 Major issues for the Curriculum, Teaching and Learning Committee

The Chair advised that many of the major issues for the Curriculum, Teaching and Learning Committee were listed in the agenda.

Multi-campus teaching

The Chair reported that a communication campaign regarding the guidelines concerning how staff should prepare themselves for multi-campus teaching would be undertaken before the start of second semester. It was noted that Deans and Head of Schools would be required to ensure that staff were properly trained.

Clear Roles for Leadership and Management in Teaching

Dr Johnston suggested that the roles for leadership and management in teaching should be clarified. The Chair advised that a request had been made for People and Culture to review consistency across the University with regard to titles and responsibilities.

3.3.3 Access to assessed material retained by the University policy and procedures

The Committee received and noted paper CTL09/16, a proposal from the Division of Academic Services to approve the Access to Assessed Material Retained by the University policy and procedures, which were deferred from the February meeting.

The Committee **resolved** to endorse, for referral to Academic Board, the Access to Assessed Material Retained by the University policy and procedures.

EO(AP)

3.4 REPORTS FROM SUB-COMMITTEES

3.4.1 Learning Technologies Sub-Committee

The Committee received and noted the minutes of the Learning Technologies Sub-Committee meeting held on Monday 30 March 2009, as detailed in paper LTSC14/09.

The University Librarian, Chair of the Learning Technologies Sub-Committee, advised that a project brief regarding the update of the Learning Management System was being drafted. It was noted that in the future, all funding queries regarding learning technologies would be referred to the Learning Technologies Sub-Committee and then on to the ICT Policy Committee.

3.4.2 Admissions, Retention and Success Committee

The Committee noted that the Admissions, Retention and Success Committee, to replace the existing Selection and Enrolment Committee, would be established once recommendations regarding the restructure of Academic Board committees were endorsed at a meeting scheduled for Wednesday 13 May 2009.

3.4.3 Programs Committee

The Committee noted that the Programs Committee would be established soon after recommendations regarding the restructure of Academic Board committees were endorsed at the meeting scheduled for Wednesday 13 May 2009.

3.5 CURRICULUM WHITE PAPER

The Committee received and noted circulated report CTLC09/18, the draft Curriculum White Paper. The Chair advised that wide consultation had occurred regarding the White Paper. It was noted that the draft was not complete and not fully edited.

The Committee had the following comments/queries:

- The SRC sought clarification regarding Section 2, page 5, para 5. The SRC was supportive of overall co-ordination of orientation and academic orientation by the University, but would prefer that all non-academic orientation and integration activities be developed and implemented by students. The Chair agreed to work on the wording contained in the White Paper in consultation with the SRC.
- It was noted that there was no mention of students with disabilities in the White Paper. It was agreed that this should be rectified.
- The University Librarian agreed to provide comments regarding the involvement of the Library in curriculum design and resourcing and the White Paper in writing to the Chair via email.
- The SRC queried how the student representatives on the First Year Experience Steering Group would be nominated (recommendation 9).
- The SRC had concerns regarding the amount of training provided to casual tutors (3 hours) versus continuing academic staff (3 days) (recommendation 14). The Chair advised that this was the “minimum” amount that would be required.
- The SRC noted that students were increasingly raising the issue of the English skills of academics. The Chair advised that this was a matter that should be solved through appointment criteria not the White Paper. The Pro Vice-Chancellor (Curriculum and Academic Planning) suggested that this was an issue that should be placed on the agenda for the rest of the year.
- The Manager, Equality and Diversity Unit, also noted that there were student concerns regarding lecturer recognition of the diversity of the student population.
- The SRC noted their concerns that recommendation 7 was a much watered down version of recommendations 12-14 in the Green Paper.

Chair

Chair

Uni Librarian

Chair

EO(AP)

PVC(C&AP)

Chair

The Chair advised that the Curriculum White Paper would be referred to Academic Board for discussion and endorsement at the May meeting and encouraged members to voice their concerns at that meeting.

3.6 POLICY

3.6.1 Promotions policy and procedures

The Committee received and noted circulated paper CTLC09/19, the draft La Trobe University Academic Promotions Policy and Procedures. A Promotions Matrix outlining the types of evidence required to promotion was also noted.

It was queried whether there would be a transition period to allow for staff who had been preparing themselves for promotion under the old guidelines. The Chair advised that the new model would be implemented immediately, but that the Committee would be establishing rules to ensure that staff would not be disadvantaged during the transition.

The Manager, Equality and Diversity Unit, requested that there be some recognition that staff may not want to provide evidence of why there had been a “career interruption” when applying for promotion if the interruption had been caused by a mental health issue. It was suggested that as long as the Head of School was aware and had full documentation regarding the issue and could advise the Chair that should be sufficient evidence.

It was also noted that family commitments could make it difficult for staff to fulfil all the requirements for promotion and that the opportunities for regional staff were less than their counterparts in metropolitan centres.

The Chair advised that the Academic Promotions Policy and Procedures would be referred to Academic Board for discussion and endorsement at the May meeting.

Snr Appts
Officer

3.7 **IMPLICATIONS OF A RECENT SUPREME COURT DECISION – FREEDOM OF INFORMATION ACT 1982 (VIC.)**

The Committee received and noted CTLC09/21, an issues paper provided by the Director, Academic Services and the Pro Vice-Chancellor (Quality Enhancement).

It was noted that a Supreme Court case (*University of Melbourne v. McKean*) had considered whether a student had the right to access examination papers and examination marking guides for subjects that the student had undertaken. The University of Melbourne had not wanted to release an examination and two marking guides requested because it used their content in an electronic bank of possible examination questions and related marking guides. Based on a strict interpretation of the *Freedom of Information Act 1982 (Vic .)*, the Supreme Court found against the University,

Monash University had suggested that all Victorian universities may want to lobby the Government for a change to the definition of ‘document’ in the Act.

Three courses of action were put forward for discussion:

1. Decree all examination papers, marking guides, etc. ‘open’.
2. Maintain status quo.
3. Allow examination papers, marking guides, etc. to be ‘closed’ and pursue legislative amendment to support the position.

The Director, Academic Services, offered to contact the Legal Services Division with a request to review the findings and provide advice as to whether the University could establish legislation to deal with the issue.

Dir.AS

3.8 **GRADUATE ATTRIBUTES: NUMERACY OR QUANTITATIVE REASONING**

The Committee received and noted CTLC09/22, a discussion paper provided by Dr Liz Johnson. Dr Johnson reported that there had been no consensus on numeracy as a graduate attribute.

It was agreed that resources would be required to support the embedding of numeracy in the curriculum (ie Language and Academic Skills Units) and as a graduate attribute.

3.9 **BENDIGO STUDENT ASSOCIATION STUDENT FORUM**

The Committee received and noted tabled paper CTLC09/23, a report on a student forum held to gather student opinions on curriculum, teaching, learning and technology provided by the President, Bendigo Student Association.

The President, Bendigo Student Association, reported that:

- Approximately 25 students had taken part and all faculties were represented.
- The majority of students were dissatisfied with the offerings.
- Students felt that they weren’t properly prepared for assessments and examinations.
- More training in technology skills were required.

- Students felt that they learnt leadership skills in University societies and clubs.
- Students were happy with library resources, particularly electronic access to papers and books.
- The Chaplaincy was much loved in Bendigo.
- Students preferred face-to-face teaching.
- There were mixed feelings regarding multi-campus teaching.
- dvd teaching was disliked at the Bendigo Campus.
- Students were happy with LMS and lectopia when it worked.
- Deaf students had an issue with videoconferencing.

The Chair thanked Ms Nix for her report. It was agreed that student feedback on learning technologies was very important and that if staff were using technologies to teach they should know how to use them properly.

The President, SRC, advised that a student survey regarding teaching methods had been undertaken, with the assistance of the Pro Vice-Chancellor (Quality Enhancement) and Pro Vice-Chancellor (Curriculum and Academic Planning). The responses were currently being collated and would be provided to the Learning Technologies Sub-Committee.

3.10 REVIEW OF LA TROBE UNIVERSITY INTERNATIONAL COLLEGE

The Committee received and noted CTLC09/24, a report of the review of La Trobe University International College and the action plan developed.

The President, SRC, queried whether students of La Trobe University International College were sufficiently part of the University to be provided with student advocacy.

The Chair advised that the Review of La Trobe University International College and action plan would be referred to Academic Board for discussion and endorsement at the May meeting.

PVC(QE)

3.11 COMPARABILITY OF ASSESSMENT AND SUBJECT REVIEW FORM

The Committee received and noted CTLC09/25, the comparability of assessment and subject review form, comparability of assessment (moderation) guidelines, and guidelines for interpreting the different instances of a subject procedures.

The Committee **resolved** to endorse, for referral to Academic Board, the comparability of assessment and subject review form, comparability of assessment (moderation) guidelines, and guidelines for interpreting the different instances of a subject procedures.

EO(AP)

3.12 MATTERS APPROVED OUT-OF-SESSION

The Committee received CLTC09/26 and resolved to confirm the following items which were approved by the Chair, Academic Committee, out of session:

- (a) a proposal from the Faculty of Law and Management for the addition of a minor in Logistics to the Bachelor of Business;
- (b) a proposal from the Faculty of Law and Management to introduce a Diploma in Business;
- (c) a proposal from the Faculty of Law and Management to introduce a Graduate Certificate of Information Systems Management;
- (d) a proposal from the Faculty of Law and Management to amend the entry requirements for the Bachelor of Business (MK);
- (e) a proposal from the Faculty of Law and Management to amend the entry requirements for the Bachelor of Business (HR);

- (f) a proposal from the Faculty of Law and Management to add a minor in International Business to the Bachelor of Business;
- (g) a proposal from the Faculty of Law and Management to change the policies on testamurs and transcripts to have all majors and minors included on both testamurs and transcripts;
- (h) a proposal from the Faculty of Health Sciences for the Division of Nursing and Midwifery at the Albury-Wodonga Campus to participate in the Riverina Nursing Studies Project;
- (i) a proposal from the Faculty of Science, Technology and Engineering to revise the course structure of the Bachelor of Pharmacy;
- (j) a proposal from the Faculty of Science, Technology and Engineering to introduce a Master of Civil Engineering (Sustainable Infrastructure) (MCEng) and Master of Civil Engineering (Sustainable Infrastructure) Honours (MCEng(Hons));
- (k) a proposal from the Faculty of Humanities and Social Sciences to change the name of the Bachelor of Arts in Contemporary European Studies to the Bachelor of European Studies;
- (l) a proposal from the Faculty of Education to introduce the Master of Teaching (P-12);
- (m) a proposal from the Faculty of Health Sciences to offer the Bachelor of Human Services and Master of Social Work double degree at the Mildura Campus;
- (n) a proposal from the Faculty of Health Sciences to offer the existing Bachelor of Health Sciences and Master of Podiatric Practice and Bachelor of Health Sciences and Master of Podiatric Practice (Honours) at Bendigo and other regional campuses;
- (o) a proposal from the Faculty of Health Sciences to offer the existing Bachelor of Health Sciences and Master of Speech Pathology and Bachelor of Health Sciences and Master of Speech Pathology (Honours) at Bendigo and other regional campuses;
- (p) a proposal from the Faculty of Health Sciences to introduce the Bachelor of Health Science and Master of Paramedic Practice and Master of Paramedic Practice;
- (q) a proposal from the Faculty of Health Sciences to offer the first year of the existing Bachelor of Health Sciences and Master of Occupational Therapy Practice at the Albury-Wodonga, Shepparton and Mildura campuses;
- (r) a proposal from the Faculty of Health Sciences to offer the first year of the existing Bachelor of Health Sciences and Master of Physiotherapy Practice and Bachelor of Health Sciences and Master of Physiotherapy Practice (Honours) at the Albury-Wodonga, Shepparton and Mildura campuses;
- (s) a proposal from the Faculty of Health Sciences to offer the Bachelor of Social Work (Honours) at the Mildura campus;
- (t) a proposal from the Faculty of Humanities and Social Sciences to change the name of the Diploma of Arts (Graphic Design) to the Diploma of Graphic Design;
- (u) a proposal from the Faculty of Health Sciences to introduce the La Trobe University Initial Registration for Overseas Nurses (IRON) non award course; and
- (v) the following articulation agreement tables:
 - TAFE NSW Riverina Institute/Faculty of Science, Technology and Engineering: Advanced Diploma of Civil Engineering Design 8011/Bachelor of Civil Engineering, Bendigo Campus; and
 - Canberra Institute of Technology/Faculty of Science, Technology and Engineering: Advanced Diploma of Civil Engineering (Structural Design)/Bachelor of Civil Engineering, Bendigo Campus.

EO(AP)

3.13 OTHER BUSINESS

3.13.1 Student Feedback on Subjects and Student Feedback on Teaching

The Pro Vice-Chancellor (Curriculum and Academic Planning) provided Committee members with copies of the Student Feedback on Subjects and Student Feedback on Teaching surveys.

It was requested that the link to student feedback on subjects be added to the survey website.

PVC(C&AP)

3.13.2 First Year Students Views at La Trobe University

The Pro Vice-Chancellor (Curriculum and Academic Planning) provided Committee members with copies of a dvd filmed during Orientation Week this year asking first year students six questions about their expectations about University. The students were currently being reinterviewed to find out if their expectations were met.

3.13.3 Learning Languages other than English Working Party

The Committee **resolved** to establish a Learning Languages other than English Working Party. Members were to include:

- Ms Anamaria Ducasse
- Dr Kaori Okano
- Dr Howard Nicholas
- Mr Lachlan Batchelor

The meeting closed at 4.00pm.

NEXT MEETING:

2.00pm

Wednesday 20 May 2009

Meeting Room 4

John Scott Meeting House

Bundoora Campus

CONFIRMED BY CHAIR _____

DATE _____